

## **JOB DESCRIPTION**

**JOB TITLE:** Social Worker

**GRADE:** 14

**JOB CODE:** 2402

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under the direction of appropriate social work personnel or the Director of the local health department, is responsible for social assessments in the clinic and home setting, determining and redetermining eligibility for selected services, counseling patients and clients as to services available, preparing a treatment plan in conjunction with other professional staff, and following the progress of patients/clients receiving medical/social services.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:** This classification is characterized as a professional position, applying the knowledge, abilities, and skills acquired through academic preparation in the health department environment. This is an entry level position that provides for the necessary on-the-job training under supervision, participation in formal training/education programs, and supervised work in a variety of program areas. The programs may include one or more of the following: In-home Program, Home and Community Based Waiver, Family Planning, Prenatal, Sudden Infant Death, or Home Health. The training programs and on the job experience will familiarize the incumbent with the various programs and services.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conduct a social assessment of the patient by interviewing the patient in the clinic and/or home setting to determine services and resources needed. Evaluation interview would include psychological needs of the patient, family support availability, history of substance and physical abuse.

Prepare treatment plan based on the social assessment in conjunction with nursing personnel and other care givers of the agency or community.

Provide indicated services or assist patient in acquiring services within the community. This service may include one or more of the following: assisting patient with Medicare, Medicaid eligibility; and food stamp eligibility.

Counseling patient regarding sudden infant death, AIDs, sterilization, family planning, family relationships, substance abuse, and grief counseling; visit home of patient as indicated to assist with social, emotional, financial and housing problem.

Provide reassessment of client according to program requirement; follow up to monitor the provision of services and determine eligibility for selected services; follow up on missed appointments, work with nurses and other staff as appropriate.

**JOB TITLE:** Social Worker (continued)

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Document in patient(s) records, services received, changes, problem .

Attend staff meetings and other appropriate staff meetings and educational activities.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** The position does not require direct supervisory responsibility. There may be responsibility for coordinating the activities of homemaker, home health aides, or clinical assistants related to services provided accordingly.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

General knowledge of basic social work concepts and principles.

Ability to relate and deal with people.

Ability to function independently and utilize the support of various disciplines regarding patient's progress and needs.

Ability to maintain records and files.

Ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Ability to establish and maintain effective working relationships with governmental representatives, other employees, and the general public.

Ability to exercise individual initiatives and use discretion in confidential matters.

**Minimum Education, Training and Experience Requirements:** Four-year degree from a college or university with a major in Social Work or Psychology. No experience is required. An individual with a major in Sociology may be considered for this position if the individual has at least one year of experience in case assessment and management.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**